

## **IMPORTANT INFORMATION**

**PLEASE PAY CLOSE ATTENTION TO UNDERLINED AND/OR BOLD PRINT AREAS THROUGHOUT THE PACKET.**

Please use the following guidelines to expedite the registration process:

- Payment in the form of a MONEY ORDER **ONLY**  
(All other forms of payment will be returned to you with your registration paperwork)
- Made Payable to: **CLARA MARTIN CENTER**

Your Physical does not have to be completed to register, but you must have a physical **90 Days BEFORE** attending the Weekend Crash Program.

The Physical Paperwork (included in this packet) must be in our possession **2 WEEKS** before your scheduled weekend or you may be cancelled out of the class. **NO REFUNDS WILL BE ISSUED FOR THOSE PARTICIPANTS NOT HAVING A PHYSICAL.**

Registration is on a first come, first serve basis. Meaning we receive your Money Order, the following 3 forms, completely filled out and we will then register you for the next available CRASH Weekend. We will in turn mail you a confirmation letter with your scheduled weekend, directions to the VA and Guidelines for the weekend.

**These forms must accompany the money order -**

- 1) State of Vermont Registration Form**
- 2) CMC/VA Intake Questionnaire**
- 3) State of Vermont Release of Information Form**

**Please take notice of our Cancellation Policy:**

There is a 48 hour cancellation policy. If you fail to cancel in advance for the weekend no monies will be refunded. If you cancel prior to the 48 hours and we are unable to fill your vacant slot no monies will be refunded but will be applied toward a future weekend. An additional \$150.00 will be owed for room and board for your new weekend. If you cancel and we fill your slot you can receive a full refund or the monies can be applied toward another weekend.